

**CITY OF CARLSBAD
CLASS SPECIFICATION**

JOB TITLE: **COMMUNITY COORDINATOR**

DEPARTMENT: **VARIOUS**

BASIC FUNCTION:

Under functional direction, to perform professional, technical and administrative work relating to the coordination of community programs, outreach and enrichment.

DISTINGUISHING CHARACTERISTICS:

Administration of community programs, outreach and enrichment; includes but is not limited to coordination and administration of special events, grant writing, community outreach, cultural and community enrichment and volunteer programs as well as other related work as required.

KEY RESPONSIBILITIES:

Assist in the development of goals, objectives, recognition, policies, planning and priorities for community or City programs, outreach and enrichment.

Conduct strategic recruiting, marketing, public outreach and training to support community or City programs, outreach and enrichment.

Assist in budget preparation, analysis and administration by collecting data necessary to prepare budgets; monitor expenditures within budget limits.

Develop relationships that foster participation and partnering with community advisory committees, non-profit groups, agencies, societies or other relevant community groups.

Represent the City in the community and at professional conferences, meetings and events as required.

Research, prepare, monitor, and evaluate applications for funding assistance in the public/private sectors.

Supervise and coordinate community and City programs, outreach and enrichment.

Work across all City departments to develop opportunities.

Prepare complete reports and make presentations related to community and City programs, outreach and enrichment.

Plan and implement educational/participatory/volunteer programs to stimulate and maintain community participation in City programs.

Implement and monitor community and City programs, outreach and enrichment operating policies, procedures, files and records in compliance with federal, state, local laws and regulations.

Supervise employees or volunteers; monitor workflow; assign and prioritize work activities; recommend methods and procedures.

Perform other related duties as assigned.

QUALIFICATIONS:

To perform a job in this classification, an individual must be able to perform the essential duties as generally described in the specification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties in a specific job. The requirements listed below are representative of the knowledge, skill and/or ability required.

Knowledge of:

Principles of organization, administration, budget, and human resources management.

City of Carlsbad's local community and City programs and services.

Principles and practices of relevant program administration including promoting, grant proposal writing, producing special events, strategic initiatives, and other applicable areas as assigned.

Community outreach and or recruiting or marketing.

Research methods and techniques and methods of report presentation.

Ability to:

Implement community public relations programs to market City-wide programs and services.

Communicate clearly and concisely, orally and in writing.

Establish and maintain cooperative relationships with those contacted in the course of work.

Arrange and coordinate special events.

Supervise, train, and evaluate assigned staff or volunteers.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Work well under pressure to meet deadlines.

EXPERIENCE AND EDUCATION:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Equivalent to a bachelor's degree and from an accredited college or university with major course work in area of program specialization, public administration, and three years of experience in the development and administration of community or City programs.

PHYSICAL/MENTAL DEMANDS AND ENVIRONMENTAL SETTING:

While performing the duties of this class, an employee is regularly required to communicate, in person and by telephone; utilize office equipment. An employee is also required to assimilate written materials relevant to the position.

In addition, while performing the duties, employees of this class are regularly required to engage communication skills; interpret financial and statistical data, information and documents; analyze and solve problems; use math and apply mathematical reasoning and abstract statistical concepts; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines; and interact with staff, Council members and others encountered in the course of work.

Ability to work in a standard office environment with some exposure to the outdoors; ability to travel to different sites and locations; attend evening meetings; work under pressure and potentially stressful situations.

This is an at-will Management classification.

DATE APPROVED : 1/14/2003